

## Dear Iowa Educator:

For the spring 2021 administration of the Iowa Statewide Assessment of Student Progress (ISASP), an option for remote online testing will be made available for students who are enrolled in remote learning and unable to test at school.

**Important:** students who complete the ISASP through remote testing will ONLY receive their results in OnDemand Reports, and their scores will be included in the final student data file. The remote testing results will not be available in Individual Student Reports (ISR) or Roster Reports, and will not be included with Achievement Level Summary Reports.

In this guidance are three (3) documents:

- **ISASP Modes of Administration for Spring 2021** – this bulletin contains the **ISASP Administration Decision Tree**. Following the decision tree is how schools and districts can determine whether a student is eligible for remote testing. Determining remote testing eligibility will be the first step for schools and districts.
- **Test Coordinator’s Guide to Remote Testing** – this comprehensive document is intended for the school and district to review and reference for the planning, technology setup, administration, and reporting of remote testing. If remote testing is being considered for students in your school or district, you **must** read this guide fully as there are many unique considerations to understand and work through leading up to the first scheduled remote test date.
- **Remote Testing Guide for Families** – this document is intended for sharing with families of confirmed remote testing students. This document, along with a communication drafted by the school or district, should be shared **at least three weeks prior** to the first scheduled remote test date.

Remote testing will take place from **May 17–May 28, 2021**, during the last two weeks of the State-Designated testing window. Early planning and preparation will help ensure a successful remote test administration for both you and your students. If you have any questions come up as you read through the guidance or during your planning, please email Iowa Testing Programs (ITP) at [iowa-testing-programs@uiowa.edu](mailto:iowa-testing-programs@uiowa.edu).

Thank you,

Iowa Testing Programs

# ISASP Modes of Administration for Spring 2021

Test security is important to Iowa schools to maintain the integrity of the test and the data it provides. In-person proctoring is critical to maintaining test security and is the mode that is expected for as many students as possible. It is expected that all students who are learning in person, on-site delivery or hybrid, will complete the ISASP using the in-person proctoring mode. However, there are certain circumstances in which in-person proctoring is not an option for the 2020-21 SY. Please see below for guidance on the mode of test administration depending on local circumstances for the Spring 2021 administration considering individual student needs.

## Assessment Definitions

**In-person proctoring:** This is the standard operating procedure. Students complete the assessment in a secure environment with a trained proctor between March 15 and May 28, 2021.

**Remote testing:** Students complete the assessment online from their home or other agreed upon off site location between May 17 and May 28, 2021.

## Return to Learn Plan Model Definitions

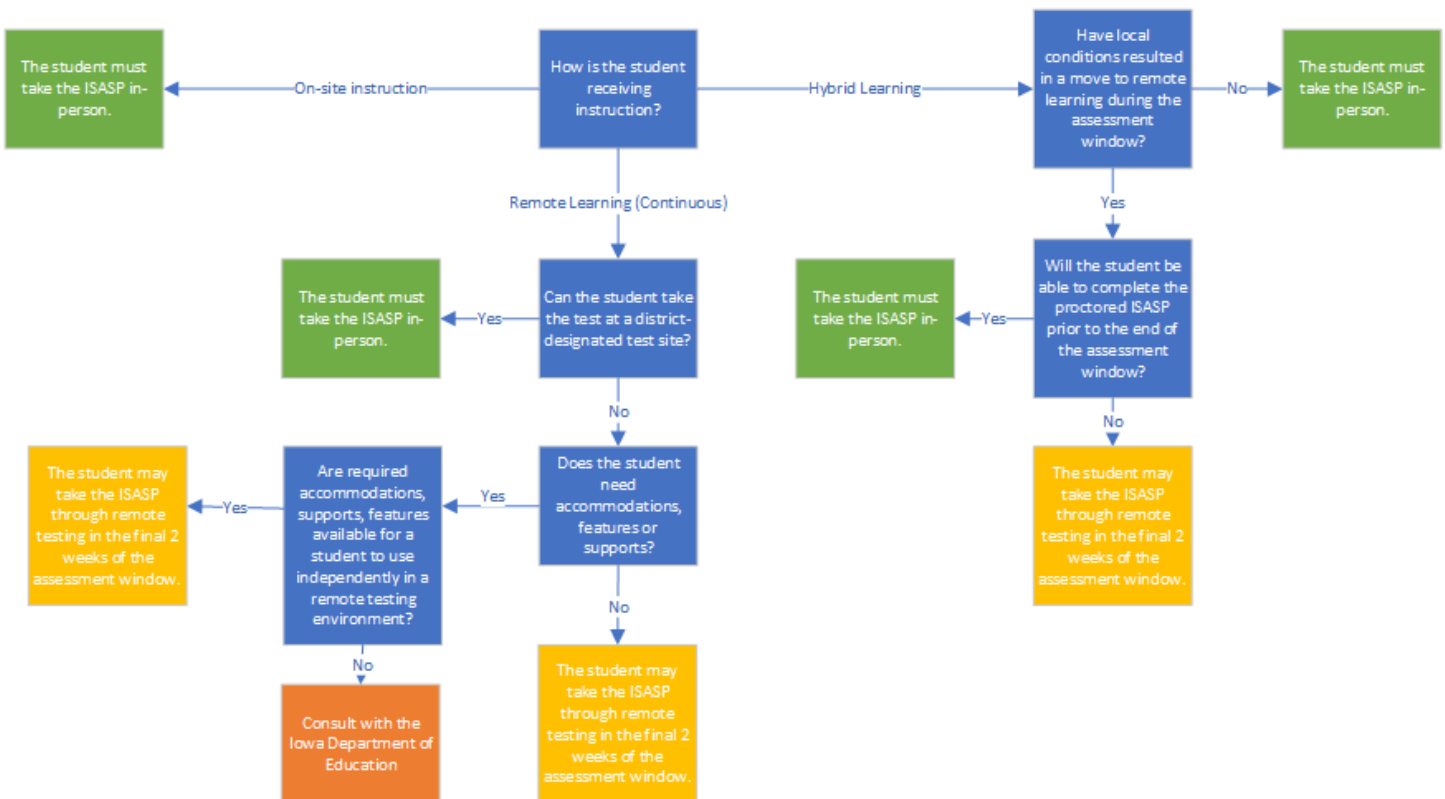
**Remote Learning (Continuous):** services are offered remotely

**Hybrid Learning:** services are offered both remotely and at physical school locations

**On-Site Instruction:** services are offered at physical school locations

There may be unique situations that do not fit within this decision tree. If you have one of those situations, please reach out to the Iowa Department of Education for support.

### ISASP Administration Decision Tree



**Examples of using the Decision Tree:**

*Example 1:* The students in the 5th grade class for School A are learning through a hybrid model. Due to local conditions, the 5th grade class has to move to continuous learning during School A's ISASP testing window.  
*Next steps:* School A will need to review when the 5th grade class can safely resume hybrid learning. The testing window should be rescheduled for the students to complete the ISASP using the in-person proctoring mode.

*Example 2:* School B's students are in continuous learning mode. After reviewing on-site resources, the school finds they can safely invite a portion of their students to campus for in-person proctored ISASP testing during their testing window.

*Next steps:* School B should review whether extending their testing window would allow them to test additional students using in-person proctored mode. If less than 100% of their students can be safely tested in person, priority for in-person proctored testing should be given to students requiring accommodations that are not independently available in a remote testing environment.

*Example 3:* An individual student is participating in continuous learning due to medical reasons and the student has an IEP.

*Next Steps:* The team reviews the IEP to identify what accessibility features are needed for the student to have access to the assessment. The IEP team determined that the student must have a paper and pencil version of the assessment. This is an example of a unique situation and the district assessment coordinator would contact the Department of Education to determine how the student will participate in the assessment.

## General Information

The remote testing option for the Iowa Statewide Assessment of Student Progress (ISASP) provides an opportunity for completion of testing when the student is unable to take the ISASP through in-person, proctored testing. Remote testing will take place in the last two weeks of the State-Designated testing window, **May 17–May 28, 2021**.

## Administration Definitions

- **In-person, proctored testing:** Students complete the ISASP in a secure environment with a trained Proctor from March 15–May 28, 2021. Results will be available in OnDemand Reports, Individual Student Reports (ISR), and Roster Reports. Results will also be included in the final student data file and Achievement Level Summary Reports.
- **Remote testing:** Students complete the ISASP online from their home or other off-site location agreed to by the school from May 17–May 28, 2021. Results will ONLY be available in OnDemand Reports and be included in the final student data file.

## Remote Testing Eligibility

It is expected that all students who are receiving learning through in-person or hybrid services will complete the ISASP through in-person, proctored testing. However, there are certain circumstances in which this may not be an option for remote learning students for the 2020-2021 school year.

Review the **ISASP Administration Decision Tree** carefully from the [ISASP Modes of Administration for Spring 2021 Bulletin](#) to determine whether your students are eligible for remote testing. ISASP testing for an individual student should either be all in-person, proctored testing; or all remote testing.

There may be situations that do not fit within this decision tree. If you encounter one of these situations, please contact the Iowa Department of Education for support.

When you have a finalized list of students scheduled to take remote testing, save this list as it may be requested by Iowa Testing Programs (ITP) or the Iowa Department of Education at a later date.

## Accessibility and Accommodations

Remote testing will be administered through a secure TestNav website (students) and PearsonAccess<sup>next</sup> (Test Coordinators and Proctors). There are many embedded accessibility features, supports, and accommodations in TestNav. However, there may be a need for students to receive non-embedded accommodations independent of TestNav.

Test Coordinators should review the [ISASP Accessibility and Accommodations Manual](#) for a list of embedded and non-embedded accommodations.

Next, review the **ISASP Administration Decision Tree** to determine whether remote testing would still be the best option for a student needing non-embedded accommodations. Some non-embedded accommodations may be better provided through in-person, proctored testing (e.g., Braille, scribe).

After reviewing all the information, and if you determine the student needing non-embedded accommodations will receive a fair and equitable remote testing experience, plan how the student

will be provided the non-embedded accommodations. Embedded accommodations can be activated by updating the student test registrations in PearsonAccess<sup>next</sup>.

## **Scheduling Remote Testing**

Remote testing can be scheduled only during the last two weeks of the State-Designated testing window, **May 17–May 28, 2021**. Students can take remote testing in the secure TestNav website from **7:00 a.m. to 9:00 p.m. on weekdays** and **8:00 a.m. to 5:00 p.m. on Saturday, May 22<sup>nd</sup>** during these two weeks.

The specific remote testing dates and times during this window are decided locally by the school. It is also the school's responsibility to communicate the remote testing schedule to their students.

## **Communication Plan**

The school will need to draft a detailed communication plan for students taking remote testing. The **Remote Testing Guide for Families** is a resource you should include as part your school's comprehensive communication plan. You may want to add additional topics relevant for your school:

- Scheduled remote testing dates and times
- Secure distribution of testing tickets/sign-in credentials to students
- Contact information of remote testing Proctors and tech staff to resolve issues
- Technology setup/troubleshooting of testing devices for remote testing
- Review of test integrity and security responsibilities with students
- Running practice tests with students

Email your finalized remote testing dates and times to [iowa-testing-programs@uiowa.edu](mailto:iowa-testing-programs@uiowa.edu) for program management purposes.

## **Remote Testing Staff**

As you finalize your list of students taking remote testing, you will be able to determine the number of Proctors needed to manage the remote test sessions.

Review the Proctor's role and responsibilities on page 7 of the [Test Administrator Manual](#). In addition to the responsibilities listed in the manual, the remote testing Proctor should also:

- Be able to troubleshoot technical issues or accurately describe technical issues to the school tech staff and Pearson Customer Support;
- Be experienced in assisting students through a web conferencing application and using the application during testing;
- Be prepared to answer or collect questions from families of remote testing students. Provide collected questions to the Test Coordinator; and
- Review all information in this guide and in the **Remote Testing Guide for Families**.

Coordinate information and planning with your tech staff so they are able to manage the testing devices and troubleshoot technical issues before and during testing.

## **Test Security**

For remote testing, there is an additional test security expectation placed on students and families. Students and their families should work to maintain a secure testing environment by strictly observing the following:

- All smart phones, cell phones, other electronic devices (e.g., smart watches, fitness bands), and any other devices with the capability to record, photograph, or communicate test questions and answers must not be present in the student's testing environment.
- The student must not share the screen or use a chat feature on the testing device to discuss test questions and answers with other students. Students should also avoid discussions on test questions and answers after testing.
- The student must not be using other applications on the testing device outside of the web browser running TestNav and the school-approved web conferencing application.
- Families must not read aloud the test questions or answers or provide coaching regarding responses to questions.

Families CAN assist with the following to ensure a successful remote testing experience:

- Encourage students to try their best and answer all the questions.
- Clarify test directions, if needed.
- Help troubleshoot any issues with the testing device, TestNav, or the school-approved web conferencing application, if they feel comfortable doing so.

## **Student Honor Code**

Every school is expected to develop a Student Honor Code to be shared and reviewed with students prior to testing. This document outlines the expectations for student behavior before, during, and after testing. Review the Student Honor Code information on page 14 of the [Test Administrator Manual](#).

Schools will need to include additional information regarding remote testing. The issues associated with maintaining a secure remote testing environment can be added to your Student Honor Code; schools are encouraged to develop additional guidance that is relevant for their school and remote testing plans. For example, "the student will securely discard the remote testing ticket and scratch paper at home."

## **Technology Setup**

The remote testing setup will involve the Proctor managing the test session in PearsonAccess<sup>next</sup> at one location (e.g., classroom, office) while the remote testing student group are testing in the TestNav website at other locations (i.e., at home, or at off-site locations approved by the school).

To ensure a smooth testing experience for both the school and students, testing devices for remote testing should be set up and ready to go **at least one week prior** to the first scheduled day of remote testing. This means web browser requirements are met, the web conferencing application is updated, students have opened the practice test at home or school-approved off-site location, and any technical issues reported by students have been resolved.

## TestNav Website

Remote testing students will sign in to test in the secure TestNav website. The link to TestNav for remote testing is:

<https://ia.testnav.com/client/index.html>

Confirm the web browser application for the testing devices meets the following requirements. Note: requirements are routinely updated and may change at the time of your remote test date. For the most up-to-date requirements, please visit the page [Browser-based TestNav – Requirements](#).

OS	OS Versions and Corresponding Browsers
Chrome OS	83-88 → Google Chrome 83-88
iOS	12-14.x → Safari 12.x-14.x
OS X/macOS	10.13, 10.14, 10.15, 11 → Safari 12.x-14.x; Firefox 63-84
Windows	<ul style="list-style-type: none"> <li>• 7, 8, 8.1 → Firefox 63-84</li> <li>• 7, 8.1, 10 → Google Chrome 83-88</li> <li>• 10 → Microsoft Edge</li> </ul>

## Web Conferencing

The Proctor will be utilizing a school-approved web conferencing application to assist students during testing. The application (Zoom, Skype, Google Meet, Microsoft Teams, etc.) will vary depending on the school. Applications may be used to:

- Securely and privately distribute sign-in credentials to students;
- Allow the Proctor to read test directions to the remote testing student group;
- Allow any student to communicate 1:1 with the Proctor; or
- Allow any student to privately share their screen with the Proctor for troubleshooting issues with the testing device or TestNav.

Both the Proctor and students should know how to utilize the web conferencing application. If features such as enabling private 1:1 messaging or screen sharing have not been widely used at your school, consider including these steps in your school’s comprehensive communication plan.

## Validating the Student’s Remote Network/Testing Device

To validate the student’s network and testing device will work for remote testing, perform these steps:

1. Open the web browser application and go to this URL:
  - a. <https://ia.testnav.com/client/index.html>
2. On the sign-in screen, the student will select *Practice Tests*.
3. The student will select one of the ISASP practice tests for their grade level and then start the practice test.
4. No sign-in credentials are needed for the practice test. The student will click *Start*.
5. The student will navigate to the end of the test. This is a good opportunity for the student to become familiar with how online testing works.



6. At the end of the practice test, the student will click *Submit Final Answers*. On the summary screen, the student will click on the blue *Sign out* button to go back to the main TestNav screen.
7. If the practice test ran well, with no major technical issues encountered, the student's network and testing device has passed validation.

If any technical issues were discovered (e.g., the practice test did not load, the pages loaded slowly, the practice test disconnected), the student needs to bring up these issues to the Test Coordinator and school tech staff right away.

### Creating Remote Test Sessions in PearsonAccess<sup>next</sup>

Creating test sessions for remote testing is similar to the process used for in-person, proctored testing, but additional steps must be taken when setting up these special sessions.

#### Starting May 3, 2021:

1. Sign in to PearsonAccess<sup>next</sup>.
2. Select *Testing > Sessions*.
3. Select the drop-down arrow next to the blue *Start* and select *Create/Edit Sessions*.
4. Fill in all the required information. Note: *Proctor Reads Aloud* is not used for the ISASP.
  - a. *Test Session Name*: test session name can be any name created by the school, but it must include **REMOTE** at the beginning of the name.
  - b. *Form Group Type*: for remote testing only, the form group type must be changed from Main to **Remote**. This step is vital as it determines the correct remote form to be assigned to the student. **Assigning the wrong form group type to remote testing students will result in invalidated tests**.
  - c. *Precaching Computer*: a precaching computer cannot be used for remote testing. However, the computer name is a required field. Use **REMOTE** as the computer name in this field. The IP Address and Port must be left blank.
5. Add your remote testing students to this session.

### Student Testing Tickets in PearsonAccess<sup>next</sup>

Student testing tickets are available after students are added to a remote test session. The tickets are **secure materials**, as they contain private student data and access to test content.

After students are added to a remote test session, complete the following steps:

1. From *Testing > Students in Sessions*, add the remote test session to the Session List.
2. There are two options for printing tickets: (1) print tickets for the entire remote test session or (2) print individual tickets.
  - a. To print tickets for all students in a remote test session: select the *Resources* drop-down and then select *Print all for this session*.
  - b. To print individual tickets: select the checkbox next to the student(s), select the *Resources* drop-down, and then select *Print selected for this session*.
3. When the tickets open, they are set up to print one ticket per page. To change how tickets are printed, select a different print option (Multiple Per Page, Grid, List) from the drop-down.
4. Print the tickets using your web browser's print function. Note: if testing tickets will be securely distributed electronically (e.g., PDF files), you could instead save as a PDF with the print function. You may need to open this saved PDF file and split each ticket into its own PDF. For example, the option to do this in Adobe Acrobat will be in *Organize Pages > Split*.



The testing tickets or sign-in credentials will need to be securely distributed to the remote testing students. The secure distribution method will be determined locally by the school. Examples of how this may be done include the following:

- Mail the testing tickets to students prior to the first scheduled day of remote testing.
- Upload the testing tickets to the student information system if individual students can securely access attachments.
- For smaller remote testing student groups, the Proctor could privately message the sign-in credentials to each student.

### **Prepare/Start/Unlock Remote Test Sessions in PearsonAccess<sup>next</sup>**

The remote test sessions should be prepared 1-2 days before the scheduled test date, and started and unlocked when students begin testing. This is to ensure remote testing students are able to access their test during the correct scheduled dates and times. Once the remote test session is started and unlocked, students will be able to begin the test by entering their sign-in credentials.

### **Preparing Remote Test Sessions in PearsonAccess<sup>next</sup>**

Remote test sessions can be prepared **after May 14, 2021**. There are two ways to prepare remote test sessions: (1) prepare a single remote test session or (2) prepare multiple remote test sessions.

- To prepare a single remote test session:
  1. From *Testing > Students in Sessions*, add the remote test session to the Session List.
  2. Select *Prepare Session*.
- To prepare multiple remote test sessions:
  1. From *Testing > Students in Sessions*, add two or more remote test sessions to the Session List.
  2. Select *Prepare All Sessions*.

Note: the remote test session will change from *Not Prepared* status to *Preparing* status. Once the remote test session has been prepared, *Prepare Session* will change to *Start Session*, and the status will change to *Ready*.

## **During Testing**

### **Student Check-In**

On the scheduled test day, budget time for check-in activities. The remote testing Proctor and student group will be first checking in to confirm attendance, verify the correct TestNav URL is open in the web browser, and to ensure the web conferencing application is running. If appropriate, the sign-in credentials can be privately distributed to each student at this time. Confirm any login questions are answered. Additional instructions such as how to privately contact the Proctor should be announced during check-in.

When the remote testing Proctor and student group are ready, the Proctor will start the remote test session in PearsonAccess<sup>next</sup> and begin reading the online verbal directions provided in the [Test Administrator Manual](#). The first part of the verbal directions will instruct students to sign in on the TestNav website with their testing tickets/sign-in credentials.

### Starting the Remote Test Session in PearsonAccess<sup>next</sup>








There are two ways to start remote test sessions: (1) start a single remote test session or (2) start multiple remote test sessions.

- To start a single remote test session:
  1. From *Testing > Students in Sessions*, add the remote test session to the Session List.
  2. Select *Start Session*.
- To start multiple remote test sessions:
  1. From *Testing > Students in Sessions*, add two or more remote test sessions to the Session List.
  2. Select Combined View from the top of the Session List and then select *Start All Sessions*.

### Assisting Students

During testing, the remote testing Proctor should be available on the web conferencing application to assist students with any questions. Student testing progress can be monitored from the *Students in Sessions* page in PearsonAccess<sup>next</sup>.

1. From *Testing > Students in Sessions*, add the remote test session to the Session List.
2. Select *Refresh* to update the data displayed.
3. Search for the student(s) whose status you want to view. View the student's status in the *Student Test Status* column.
  - a. To view more detailed information about the student's test and item progress, select the student's test status. The *Student Test & Item Progress* screen will display.

Color	Status	Description
	Ready	A student was assigned a test but has not yet started the test.
	Active	The student has signed in and started the test.
	Exited	The student has exited TestNav but has not submitted test responses.  The student cannot resume testing unless an authorized user changes the status to Resumed.
	Resumed	The student has been authorized to resume the test but has not yet signed in.
	Resumed Uploaded	The student has been authorized to resume the test but has not yet signed in. Any responses saved will be uploaded to Pearson servers.
	Completed	The student has submitted the test through TestNav and the data has been processed.
	Marked Complete	The student has exited TestNav and an authorized user has confirmed the test is complete and submitted the test.

## Resume a Test in PearsonAccess<sup>next</sup>

Tests may need to be resumed in PearsonAccess<sup>next</sup> for several reasons, such as the student group signing back in the TestNav website after a break or a student being exited out of TestNav due to a connection error. Only students in *Active* or *Exited* status can be resumed.

To resume a test:

1. From *Testing > Students in Sessions*, add the remote test session to the Session List.
2. There are two ways to resume a test: (1) resume all student tests or (2) resume an individual student's test.
  - a. To resume all student tests: select the checkbox at the top on the left of the student data grid or the checkboxes next to individual students. Note: if you select the checkbox at the top on the left, it will automatically select all the students displayed on that page (up to 25 students). If you have more than 25 students in a remote test session, select next page at the bottom to display additional students before proceeding to the next step.
    - i. Select the drop-down menu to the right of the *Start* button and select *Student Test Statuses*.
    - ii. On the Resume Student Tests tab, select the checkbox at the top on the left of the student data grid to confirm your selections. Select *Resume*.
  - b. To resume an individual student's test: in the *Student Test Status* column, select the drop-down next to the student's status and select either *Resume* or *Resume Upload* (only one option will display, and the displayed option depends on how the student exited the test).

When resuming a test, students will use the same testing ticket/sign-in credentials to sign back into the TestNav website. After signing in, the student will select *Resume* to continue testing.

## After Testing

### Submitting the Test

After the student answers the last test question, a summary screen will appear in TestNav. The student can review any questions, especially those that have not been answered or those that have been flagged.

After the student selects *Submit Final Answers*, a pop-up window will appear. The student will need to confirm the choice to submit the test by selecting *Yes, Submit Final Answers*, or *No, Cancel* to return to the test.

### Stopping the Remote Test Session in PearsonAccess<sup>next</sup>

After all students have submitted their test, stop the remote test session.

The remote test session can only be stopped when all students' statuses are either *Complete* or *Marked Complete*. To stop a remote test session, select *Stop Session* on the Students in Session page.

### Closing Announcement

After stopping the remote test session, the Proctor should announce that the test has been stopped. If there are other ISASP tests scheduled, announce the date and time of the next remote

test. Instruct students to securely discard their testing ticket and scratch paper. The Proctor can close out of PearsonAccess<sup>next</sup> and the remote testing student group can close the TestNav website.

## **Reporting**

### **OnDemand Reports**

Students who have completed the ISASP through remote testing will **ONLY** receive their results in OnDemand Reports and be included in the final student data file.

Remote testing results will not be available in Individual Student Reports (ISR) or Roster Reports, and will not be included with Achievement Level Summary Reports.

OnDemand Reports will be available within 1 week after the completion of the ISASP remote test\*. These reports are located in PearsonAccess<sup>next</sup>. Note: the remote test must be in *Complete* or *Marked Complete* status in order to become available as an OnDemand Report.

*\*English Language Arts (ELA) OnDemand Reports will be available only after both Reading and Language and Writing tests are completed and scored.*

To access remote test results in OnDemand Reports:

1. Select *Reports > OnDemand Reports*.
2. On the OnDemand Reports page, use the different fields in the *Filters* box to locate the remote test results. Multiple filters can be applied to narrow the results.
3. In the table to the right, the remote test results will be displayed. The columns displayed can be adjusted by selecting *Manage Columns* in the right-hand corner.
4. Click on the blue "i" icon to view an individual student's remote test results.
5. There are two types of reports that can be viewed or printed; there is the **Student Detail Report** and **Student List Report**.
  - a. *Student Detail Report*: this report contains the scale score, achievement level, domain scores (percent correct), Writing test rubric scores, and depth of knowledge (DOK) levels. The report is available as a PDF file and results can be shared with students that completed remote testing.
  - b. *Student List Report*: this report contains the same data as the *Student Detail Report*, except in a list format. This report is available as a PDF, Excel, or CSV file. Due to the list format, this report is not appropriate to share with students or their families.

## Checklist for Remote Testing

### Planning

- Review the **ISASP Administration Decision Tree** from the [ISASP Modes of Administration for Spring 2021 Bulletin](#)
- Draft an initial list of remote testing students
- Check the embedded and non-embedded accommodations needed for students in your initial list
- Schedule your remote testing dates and times within **May 17–May 28, 2021** from **7:00 a.m. to 9:00 p.m. on weekdays** and **8:00 a.m. to 5:00 p.m. on Saturday, May 22<sup>nd</sup>**
- Email your remote testing dates and times to [iowa-testing-programs@uiowa.edu](mailto:iowa-testing-programs@uiowa.edu)
- Draft a communication plan
- Share the details in your plan with remote testing students and their families at least three weeks prior to testing; announce the expected remote test times (include check-in activities, test administration times, and closing announcements)
- Develop a secure distribution plan for the testing tickets/sign-in credentials
- Finalize your list of remote testing students and save this list
- Choose and train your remote testing Proctors

### Technology Setup

- Set up and verify testing devices are ready for remote testing at least one week prior to testing
- Instruct remote testing students to run the ISASP practice tests at <https://ia.testnav.com/client/index.html> at home or school-approved off-site location
- Create remote test session(s) in PearsonAccess<sup>next</sup> starting on May 3, 2021
  - Important reminder:** for remote testing, the *Form Group Type* must be changed from Main to **Remote**
- Print/securely distribute student testing tickets/sign-in credentials
- Prepare remote test session(s) in PearsonAccess<sup>next</sup> after May 14, 2021

### Test Day

- Student check-in
- Start remote test session(s) in PearsonAccess<sup>next</sup> (remote testing is available beginning on May 17, 2021 at 7:00 a.m.)
- Assist students/monitor student test progress
- Confirm all tests have been submitted or *Marked Complete*
- Stop the remote test session(s)

### Reporting

- View student remote test results in *OnDemand Reporting* 1 week after testing

## General Information

The remote testing option for the Iowa Statewide Assessment of Student Progress (ISASP) provides an opportunity for completion of testing when the student is unable to take the ISASP in-person. Remote testing will take place **May 17–May 28, 2021**.

Prior to your student’s scheduled test day, read through these important reminders to become familiar with how remote testing will work. If you have any questions, contact your student’s school.

## Before Testing

### Communication Plan

Find out what the school’s communication plan will be regarding remote testing. Details such as the testing schedule, receiving testing tickets / sign-in information, and the teacher’s best method of contact will be set by your student’s school.

### Testing Environment

- Look at the room configuration – do prepare a space for your student that is quiet, well-lit, and free from distraction.
- Only the student should be in the room, if possible. Take actions to reduce noise (TV, music, alarms, etc.).
- Make sure your student can sit comfortably with their testing device in front of them and that they can see the screen clearly.
- Ensure any necessary accommodated materials are present and there is adequate writing space for scratch paper.

### Technology Setup

At least one week prior to testing, verify with the school that your student’s testing device is compatible and set up for remote testing. If there are any hardware or software concerns, bring these concerns to the attention of your school right away.

Here are some general technology checks you can complete:

- An Internet connection and web browser will be needed.
- Ensure your student’s device is fully charged or plugged in.
- Check the secondary hardware devices (headphones, mouse) and adjust general settings (audio volume, screen brightness).
- Identify what other devices are using your Internet. Consider disconnecting or shutting off these devices to increase the stability and speed of your Internet connection for testing.

## Accessing TestNav

Your student will be taking the ISASP test in a secure website called TestNav. Here is the link to TestNav for remote testing:

<https://ia.testnav.com/client/index.html>

## Signing In

Your student will require a username and password to access the ISASP test. This secure sign-in information will be on the testing ticket provided by the school.

STUDENT TESTING TICKET	
<b>Student:</b>	STUDENT, NEW
<b>Student ID:</b>	1234567890
<b>Session:</b>	REMOTE Test Session 1
<b>Date of Birth:</b>	01/01/0001
<b>Test:</b>	Grade 5
<p>You are authorized to take the electronic version of this test. You will be asked to provide the following information <u>in order to</u> access the test on the device. Please wait for the instructions from the test monitor before proceeding.</p>	
<p>Select <b>Iowa</b> in the application.</p>	
<b>Username:</b> 0987654321	<b>Password:</b> 123a45
<p>Student Signature: _____</p>	

If sign-in information has not been provided or has been lost, please contact your student’s school.

When ready to begin testing, your student should use the username and password provided to access the test. After signing in, your student should verify that their name is

listed in the upper right-hand corner of the screen.

## Quick Troubleshooting

- If your student is unable to access the test using the sign-in information provided, please contact the school right away to have them confirm this information.
- If your student exits from the test or testing is interrupted unexpectedly, the test will need to be resumed by the teacher. Please contact the school to have them resume the test. Once the test is resumed, your student can use the same sign-in information previously provided and the test will resume where your student left off.

## During Testing

### Web Conferencing with School

Your student's school will be utilizing a web conferencing application to assist students during testing. The application (Zoom, Skype, Google Meet, Microsoft Teams, etc.) will vary depending on the school. Applications may be used to:

- Securely and privately distribute sign-in information to students;
- Allow the teacher to read test directions to the group;
- Allow any student to communicate 1:1 with the teacher; or
- Allow any student to privately share their screen with the teacher for troubleshooting issues with the testing device or TestNav.

### Test Security

You and your student are both responsible for maintaining a secure testing environment so the results from testing are accurate and you have valid information on your student's learning. The school will have a Student Honor Code that should be shared with students that outlines the expectations for student behavior before, during, and after testing.

Assist your student in maintaining a secure testing environment by strictly observing the following:

- All smart phones, cell phones, other electronic devices (e.g., smart watches, fitness bands), and any other devices with the capability to record, photograph, or communicate test questions and answers must not be present in your student's testing environment.
- Your student must not share the screen or use a chat feature on the testing device to discuss test questions and answers with other students. Students should also avoid discussions on test questions and answers after testing.
- Your student must not be using other applications on the testing device outside of the web browser running TestNav and the school-approved web conferencing application.
- You must not read aloud the test questions or answers or provide coaching regarding responses to questions.

You can also help by:

- Encouraging students to try their best and answer all the questions;
- Clarifying test directions, if needed; and
- Helping troubleshoot any issues with the testing device, TestNav or the school-approved web conferencing application, if you feel comfortable doing so.

## After Testing

### Submitting the Test

After your student answers the last test question, a summary screen will appear. Your student can review any questions, especially those that have not been answered or those that have been flagged.

After your student selects **Submit Final Answers**, a pop-up window will appear. Your student will need to confirm the choice to submit the test. Select **Yes, Submit Final Answers** or **No, Cancel** to return to the test.